



**TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
TOWN HALL, 85 MAIN STREET  
PITTSFIELD, NH 03263**

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**MEETING MINUTES OF Tuesday April 4, 2017**

**CALL TO ORDER**

Call to order at 5:00 p.m. by Larry Konopka, Chairman  
The Selectboard went into a Non-Public session.  
Call to order at 6:02 p.m. by Larry Konopka, Chairman

Larry stated that the meeting of the selectboard is recorded by video and audio, and that public input standards are that during public input the comments should be addressed to the chairman in a courteous and respectful manner and in the time frame of 3 minutes.

**MEMBERS PRESENT**

Larry Konopka, Chairman  
Gerard LeDuc, Vice-Chairman  
Carole Richardson  
Carl Anderson  
J.C. Allard

**MEMBERS ABSENT**

None

**OTHERS PRESENT**

Cara Marston, Town Administrator  
Ammy Ramsey, Recording Secretary

**PUBLIC INPUT – regarding agenda items only**

Fred Hast mentioned that the agenda was not on the website, Larry explained that it was not on there because there was an item taken off the agenda. Fred inquired about the item that was taken off the agenda, and Carl stated it was the gift policy. Fred then asked about what gift policy. Larry stated that it was concerning accepting gifts to the Town. Fred then proceeded to ask if any gift was supposed to be brought to the selectboard, Larry stated no up to \$10,000.00 then there would be a public hearing. Cara explained that it depends on if it is money or an item, that there are different thresholds in public hearing requirements depending on the state statute.

Pat Heffernan asked if he could speak about an item that is not on the agenda, because he has information concerning some new and exciting news concerning the food pantry. Larry explained he could speak about the item he would like to in old business number one.

Mike Wolfe asked if they could speak about the item taken off the agenda in the second public input. Larry stated yes.

Public Input closed.

## **AGENDA REVIEW**

Gerard: None.

Carole: A couple things under action for the Beautification Committee.

Larry: The budget committee chair was here last week inquiring about our goals for economic growth and he would like to discuss having NH Dept of Resources and Economic Development (DRED) back.

Carl: Would like to discuss having Cara issue a memorandum to the departments that we already have in place for the gift policy which is RSA 31: 95-e adopted in 1996. The provisions of that RSA are clear, they are essentially what he had in mind when bringing forward the gift policy that was removed from the agenda. This RSA is already in place and voted in at town meeting. Carl feels that it is only gone by randomly.

J.C.: Under information pertaining to the wellness coalition meeting.

## **NEW BUSINESS**

### **ACTION ITEMS**

1. Board of Selectmen appointment form procedure for each separate committee/assignment

Cara explained for the committee appointments that the board made last week, there were additional, individual appointment forms for each appointment and a separate oath has been done in the past for some appointments and not others. Cara emailed LGC to inquire about what is needed statutorily, and it was determined that the board members have already taken an oath and an additional form and oath is not necessary. Cara did not want to deviate from what has been done in the past without the consent from the board. Gerard stated that as long as the committees and boards are made aware of the selectboard's representatives then he believes they can follow the oath they have already taken. Larry asked the other board members if they are ok with that, and for a motion.

Gerard: I make a motion to follow the state statute RSA 42 (and not have the individual appointment forms and oaths for each assignment).

J.C.: Second.

Discussion: None.

Motion carries 5-0

2. BCEP Citizen Representative Appointment – Thomas Marston

Gerard: I make a motion to appoint Thomas Marston as the Citizen Representative to the B.C.E.P.

Carole: Second.

Discussion: None.

Motion carries 5-0

3. Conservation Commission Appointment – Bryan Mika

Gerard: I make a motion to appoint Bryan Mika to the Conservation Commission.

Carl: Second.

Discussion: None.

Motion carries 5-0

4. Economic Development Committee Appointment – Louis Houle, III

Carole: I make a motion to appoint Louis Houle, III to the Economic Development Committee.

Carl: Second.

Discussion: None.  
Motion carries 5-0

5. Part-Time Police Officer Appointment – Steve Adams

Gerard: I make a motion to appoint Steve Adams as a Part-Time Police Officer.

J.C.: Second.

Discussion: None.

Motion carries 5-0

6. Part-Time Police Officer Appointment – Jason Darrah

Carole: I make a motion to appoint Jason Darrah as a Part-Time Police Officer.

Gerard: Second.

Discussion: None.

Motion carries 5-0

7. Part-Time Police Officer Appointment – Robert Gauthier

Gerard: I make a motion to appoint Robert Gauthier as a Part-Time Police Officer.

J.C.: Second.

Discussion: None.

Motion carries 5-0

8. Part-Time Police Officer Appointment – Justin Swift

Gerard: I make a motion to appoint Justin Swift as a Part-Time Police Officer.

J.C.: Second.

Discussion: None.

Motion carries 5-0

9. Sewer Fee Abatement – 44 Main Street, \$ 91.81 (duplicate billing due to closing estimate reading)

Carl: I make a motion to approve the Sewer Abatement for 44 Main St. in the amount of \$91.81.

Carole: Second.

Discussion: None.

Motion carries 5-0

10. Training request on state statutes for Town Administrator

Cara stated that there are 2 different weeks of courses that are held as a two part course. It would put her out of the office 4 out of 5 days of the work week, in June and again in October. And would like permission to take some of the time out of the office to attend the training. There was some discussion about rescheduling selectboard meetings for those weeks, and Cara stated that the training is over at 4:30 and as long as the meetings are after 4:30 it should be fine.

Gerard: I make a motion to approve the training request for the Town Administrator.

J.C.: Second.

Discussion: None.

Motion carries 5-0

11. 2017 State form MS-232 – Report of Appropriations Actually Voted

Cara explained this is a report for the Department of Revenue that reports what town meeting voted on for this year for the budget.

Gerard: I make a motion to approve the MS-232 for the Department of Revenue.

Carole: Second.

Discussion: None.

Motion carries 5-0

12. 2017 Ford F-250 lease/purchase financing contract

Gerard: I make a motion to approve the 2017 Ford lease/purchase financing contract.

J.C.: Second.

Discussion: Carl asked about the bid policy pertaining to this, Cara explained that this is what was brought forward during the budget process. And what town meeting was based on and then approved and voted on at the town meeting. Carl asked if we were bound to this, and Cara stated yes. Carl stated that if we have a bid policy we should have three bids, but if it's too late then hindsight is 20/20. Cara asked who the board would like to sign the contract. Larry stated that the motion was made and seconded and asked for an amendment to authorize someone to sign it. Carole made a motion to have the chairman sign it. Gerard seconded the amendment.

Discussion: None.

Motion carries 5-0

13. Police cruiser consideration of repair – Dodge Charger power steering pump

Chief Cain stated that there has been a problem with the steering pump since last year, and the dealership stated it would cost around \$1,600.00 to replace it. Dave's Towing quoted \$1,200.00 and possibly cheaper, if he could find a rebuilt one. The new cruiser that was approved at town meeting will take at least 12 weeks to receive it and then it will have to be outfitted. Chief Cain stated that the Charger is running fine but the steering problem has now become an issue of safety responding to an emergency call. It is currently being used for details and not for patrol. He would like direction from the board on how to move forward with fixing it. Chief Cain stated that if the charger is fixed, it would give the department three front line cars for the summer which is the busy time, and after the department receives the new vehicle the Charger could be used for details and would keep the engine hours off the newer Explorers. It would extend the life on the newer cars and perhaps not ask for another car for 10 years. Carole asked how the bid process works with purchasing a new car and Chief Cain explained he did get bids for the new vehicle and Grappone came in the cheapest. Gerard confirmed that the Charger would be for details, and Chief Cain stated yes, and it could be used for patrols if and when needed.

Carl: I make a motion to approve Dave's Towing quote of \$1,200.00 to fix the charger.

Gerard: Second.

Discussion: None.

Motion carries 5-0

14. Library sewer line repair

Cara explained the proposed quote would be to vacuum and camera the line to see what the possible problem would be. Cara stated she spoke with Bill Gilpatrick and he was going to get some estimates for the board as well, one from Parker, and Scott Aubertin to get some numbers to try and help the situation. J.C. asked if we would be ahead of the game if we voted on this,

because if he is still coming in with numbers perhaps we should wait. Cara stated she just asked if this \$800.00 was worth spending or not to see if we are still going to have to spend \$15,000.00 to fix it. Bill seemed to think that it will still need to be spent but thought the \$15,000.00 seemed high. Larry suggested approving the \$800.00 tonight and wait to see if a lower number comes in and authorize Cara to approve if a lower number comes in. Cara stated she feels this is step one in moving forward.

Carl: I make a motion to approve the scope of work in the proposal for \$800.00.

Carole: Second.

Discussion: Larry suggested authorizing Cara to make the final decision. Cara stated she will keep the board informed and also speak with the library trustees.

Motion carries 5-0

#### 15. Proposed deed to clear title – 66 Shingle Mill Brook Road

Cara stated the town was contacted from a lawyer that was doing some title work for the property owner and found some issues with a previous deed. The information was given to the assessor to see if they could give any input on what they were asking for to make sure the town wouldn't give anything away they were not supposed to. They seemed to think everything was ok, and there wasn't any issue with the title but they still wanted this document signed. We did not feel the town should pay for any legal costs, because the town did not do anything wrong, and informed them that if they wanted to form a document that they would have to pay for that and then present it to the town. So this is a quick claim deed they would like the town to sign.

Gerard: I make a motion to sign the proposed quick claim deed.

J.C.: Second.

Discussion: Carl stated he was not comfortable signing this quick claim deed on the assessor's say so. Carole stated she was not either. Carl feels that we should make sure we are not signing away someone else's property before we sign any deed. Carl would like to table this for tonight and have our lawyer look at it before we sign.

Gerard withdrew his motion.

J.C. withdrew his second.

Carl: I make a motion to send this to counsel.

Carole: Second.

Discussion: None.

Motion carries 5-0

#### 16. Review standard door tag verbiage from assessors – in response to property owner concern

Cara explained they have received a complaint pertaining to the tag that was left by the assessing company. The tag that is left is a standard tag the assessors leave when they check a property to see if any pending work that was noted on a previous visit is completed or not. Larry inquired if there is a name on the tag and Cara stated no and showed them a copy of the tag that is used. Carl asked what the complaint was, Cara stated they said it was too vague. Cara was spoke to Evan from Avitar and he stated they write the town office's phone number on the tag because the property owner should call the town office instead of the assessor's office, so the town can be aware of concerns. Evan also stated this is the tag they use for all the towns they work in. Larry asked what type of action is needed on this. Cara stated she would bring the concern forward in case the board heard any other complaints, or if the board had any suggestions. Louie Houle called a point of order. Louie stated they came to his house at 5:00 on a Sunday night with a vehicle that says assessor on the door with no company name. Louie stated he did call the police

and spoke with Bob Wharem at that time. He feels they should have a name on the car and ID. Cara stated that since the town has retained Avitar they do have ID's and a logo on their vehicles. Carl stated they should have reasonable hours, Cara stated they do make appointments up till 6:00 p.m. during the week to accommodate people who work during the day and they do not do weekends. Larry thanked Louie and stated that the problem has been solved. Larry suggested touching base with them to make sure they do have ID and a marked car. Carole asked if they are going to put their name on the tag, Cara stated they don't because they are not the first point of contact that the town is. Carole asked if we could request that. Cara said we could ask. J.C. asked if we really want them calling Avitar. Carole said we could just put the name and not a phone number. J.C. stated they are acting on our behalf. Cara stated they prefer the taxpayer contact the town. Larry asked about other calls coming in pertaining to this issue and Cara said she received one, and Bonnie said she has received none. Cara will ask some questions, to see if what could be done.

#### 17. Central NH RPC annual traffic count request

Cara explained this was sent to the land use boards and the department heads and was wondering if the board has any requests concerning traffic counts. Fred Hast stated this is a yearly thing and it has been going on for years and it used to be sent to land use boards. Larry stated that is what they are going to do.

#### 18. Bi weekly payroll transition – pay week alignment to budget

Cara explained due to the payroll transition this year will be a 51-week year and not a 52-week year like usual, as the number of pay weeks are determined by the number of pay dates in a payroll year schedule.

Carl: I make a motion to go to a 51-week year for payroll.

Carole: Second.

Discussion: None.

Motion carries 5-0

#### 20. Hot Air Balloon mosaic art project – donation for Town Hall

Cara explained the elementary school is having an artist come in to work with grades K thru 6 to work on a mosaic project focusing on the balloon rally. They would like permission to put a semi-permanent display up at the town hall so more people would see the community-based project.

Carl: I make a motion to approve the project to be displayed at the town hall.

Carole: Second.

Discussion: None.

Motion carries 5-0

#### 21. Status of Town's Code of Ethics

Cara stated when the Ethics Committee was disbanded the Ethics Policy was done away with, as well. So that left nothing in place as a policy or ordinance, so she was not sure if this board was interested in having another policy and ordinance. Cara explained there are only a few allowable ethics-related items that can put in an ordinance so the rest would have to be a policy, but at least we would have some coverage. Carole asked if the town was covered by state statute, Cara stated there are statutes that address specific professions, but nothing specific to towns or town officials' conduct. Carl said we should have one. Cara explained that when it was presented by

former town counsel at the time of the town meeting that when we were rescinding the Ethics Committee we would still have something but that is not the case. Cara presented a couple examples from other towns so we would not have to start from scratch. Larry asked about holding a public hearing. Carl suggested putting one together before we hold a public hearing. It was decided to put this back on the agenda.

Carl: I make a motion to table.

J.C.: Second.

Discussion: None.

Motion carries 5-0

## 22. Animal Control Ordinance – with town meeting amendments & corrected Section 10

After town meeting Cara found the dates that were in the existing policy book with the previous ones were incorrect, so with searching though she found the actual dates, along with some other legislative amendments that took place over time. This is what she found that has happened over time.

Carl: I make a motion to have the amendments in section 10 corrected.

Gerard: Second.

Discussion: None.

Motion carries 5-0

## 23. Gift Policy

Carl stated the proposed gift policy that was originally on the agenda caused some people to over react about him wanting to put a stop to donations, gifts, coffee, donuts, and pizza to various town departments. Which nothing can be further from the truth, but with that said I do think we should have a gift policy. In 1996 RSA 31:95-e was voted on and approved at a town meeting covers what I wanted to say, but I thought this had a \$5,000.00 minimum. Carl checked with the municipal association lawyer today and he said that is not true and that this covers all personal property. This is something that is in place and legally have been bound to and many times not done. Larry stated he has not heard it. Carl stated that the municipal association lawyer suggested having the town administrator issue a memorandum to the departments to remind them that we are bound to this state RSA would bring us into compliance. It does not try to discourage gifts; it makes it so that we know what is being donated to the town, and departments and have a chance to determine if it's ultimately beneficial to the town or not. Larry asked what is considered personal property. Carl stated that an item is not like a service. It was stated that if it's over \$5,000.00 there is a public hearing, but this states that if it's under the \$5,000.00 it should be voted on by the board of selectman. Larry asked Fred Hast if he has ever heard of this RSA, and Fred does not recall hearing of this. There was some discussion on what the definition of personal property is. Carl stated that the state felt this was important as the townspeople did as well in 1996, and he feels it is important to uphold now. There were some comments from the public concerning bringing coffee or pizza to departments, and Carl stated that is an example of people taking things to the extreme and turning this into something it's not. Larry stated that this community has always donated coffee and meals to the departments, and that the selectboards that he has served on have never heard of this RSA. Carl stated that that is not what he is talking about, and asked the other board members if they think that is what this RSA is talking about. Carole and J.C. stated no that they did not think that. Chief Cain stated that there are several things that could be considered personal property. Chief Cain stated that they get donations of car wash and vehicle service items from Sanel's, and the ACO receives donations of pet food and

blankets, and the department also receives donations from the senior center of blankets, toys, and stuffed animals for children at domestic situations which could be considered property. If we could get a legal opinion or clear definition of what we can and can't receive as donations would help clarify some misunderstandings. If these items are not donated, it could potentially cost the tax payers. This is a small community and donations are a part of what type of community we live in which is becoming rare. Carl stated that this is not an attempt to cease donations, but a way that we can know what and who are helping this community and give them thanks. Larry stated that some people don't give donations for recognition. Bonnie gave some examples of the types of donations that the welfare department has received. Chief Cain asked if the board would be able and willing to allow the department heads to accept donations but keep track of them to inform the board of them, to prevent the situation when a donation is presented and not having to hold off on accepting until a selectboard meeting. Carl stated he has no problem with getting clear definition on what personal property is. Cara stated that she had not thought that car wash or things like that were personal property, the items that have been donated with value over \$5,000.00 had a public hearing. There was some discussion concerning attorney Buckley from the municipal association already giving a legal opinion on what the RSA means, and he stated all personal property. Carl suggested having the board consider giving the department heads the authority to accept donations up to a certain dollar amount, he would not be in favor of allowing the departments to accept any general donation. Cara confirmed in getting a legal definition of personal property. Pat Heffernan feels that this is stirring up a hornet's nest. His opinion is that people may not want to come to this board just to donate something. There are many people in town who just go and donate or do something for this town and then go home and not say a word. This may be the start of people not doing things for this town and it will start costing the town in the long run. Carl stated he feels that a substantial donation should be looked at because it could cost the town money later down the road or have peripheral costs. Carl also stated he does not know how to define substantial, but he feels there are times when a donation should be looked at. Pat feels that it was defined as the \$5,000.00. Mike Wolfe asked where he could find that RSA, and Cara said this is a state RSA (31:95-e) so you could look at the state's website. Larry thinks this should be put on the next agenda to talk about the definition of personal property, and to see if the board can give some authority to the department heads, or if we can delegate some authority. Carl feels that we should not continue to do or not do what we feel we should, when there is a law in place.

Larry would like to add a goal of economic growth onto the next agenda. We can set up some time to meet with other boards and committees to get people involved and start planning together. NH DRED is willing to come back and do another presentation.

J.C. attended the last Wellness Committee meeting to advise them that Larry will be attending the meetings as the selectboard representative. J.C. informed everyone that there are some important dates coming up, on April 12, 2017 a Mr. John Kesty is coming to speak to the elementary school, middle high school and in the evening to speak to parents and anyone else who wants to come. He will be talking about the current crisis of opioid epidemic and substance abuse that we have. There is a lead poisoning presentation also coming up, but that one is scheduled on a selectboard meeting night (4/18).

## **COMMITTEE REPORTS**

Carole stated that the Beautification Committee had a meeting last night and there was questions about safe routes to school project because it will depend on what happens with the Tilton Hill



Rd. lot, if it has to be moved or not. Cara said she would have to look at the map and get back to Carole on that. Also, there has been talk about a community garden and possibly getting permission to have it on the flat side of the town hall property out back. They talked about pumping water from the river. Larry mentioned having George look at the area, and asking about insurance and if there is any liability. Pat Heffernan asked if this was flowers or vegetables, and Carole said it would be for food and possibly giving some to the food pantry. Valerie Anderson asked if this person could put together a proposal and bring it forward to the board. Roland Carter mentioned he has visited other communities and it is a big undertaking, but beneficial.

Fred Okrent submitted a package from the Aqueduct Committee to the selectboard. He explained that the package consisted of a petition under RSA 52:2 calling for a meeting to consider the formation of a water district. It would be for the voters domiciled in the water district, there is a list of maps and lots that defines the water district. There are some suggestions in the packet, like to have the meeting on May 20<sup>th</sup>. This would allow time for notice and avoid Mother's Day and Memorial Day weekend. And to have the current committee members, should the measure pass, be appointed agents to manage the commission, not to exceed three months until the board of commission can be elected. We also have a proposed ordinance and warrant article in the package. Larry asked what action he would like from the board tonight. Fred stated he would like to schedule the meeting under RSA 52:2. Larry suggested he get a hold of Cara and send her the packet information to then be put on the agenda for the next meeting so that will give the board time to review the information and form any questions or comments. It will also give the public the information to do the same. Erica Anthony asked if the meeting is for registered voters domiciled, so you would have to check with the Supervisors of the Checklist. Fred said he would check with them and get the information sent to Cara to be put on the next agenda. Adam Gauthier asked if we should have a public hearing on this before a voting meeting. Larry stated this is why it will be put on the next agenda. Cara mentioned having legal look at this because there is procedures for this type of thing. Fred stated a lawyer from Lebanon gave them the wording for that, and that the ordinance is home grown based on the HSA ordinance. Larry asked the board if it's ok with the board to send it to legal so we make sure we are following proper steps and procedure and they did agree.

### **INFORMATION ITEMS**

1. Community Conversation Series on Lead Poisoning - April 18, 2017 – 6:00 p.m. @ PMHS  
Larry mentioned this meeting & its time.
2. Fire Department appointment of Fire Marshal/Fire Captain – Don Tyler  
Larry congratulated him from the board.
3. NH Dept. of Transportation – Highway Aid for Municipalities – from Rep. Michael Brewster  
This is a response to when he was here and was asked about Main Street's paving.
4. NH Dept. of Safety notification of proposed NH Public Safety Broadband Network  
Larry asked if there were any questions, Cara just wanted to inform anyone in case there was a question of people going around town.
5. NH DES Dam Bureau notification of Pittsfield Mill Dam (state-owned) deficiencies  
This was presented so the board is aware of them.

### **OLD BUSINESS**

1. Town hall basement code issues (4/5/16)  
Larry stated a few people went through the new site for the food pantry and meet with Dave Dillon the owner of 55 Barnstead Road. They have done a lot of work on the facility to make a

new home for the food pantry like putting in walls and freezers and Pat Heffernan has done a lot of electrical work, as well. Larry stated that they will be moving the food pantry in the next couple of weeks and will appreciate any help from the community. Pat Heffernan gave information about the work and items that have been donated and were paid for by cash donation. Pat did apply for a grant from a company for that he thought would be paid to him for his services, but the company said it would have to be paid to an entity like the town, food pantry, or church. The grant is for reimbursement of the labor and materials. He is hoping if the town receives this grant money if they could turn it around to him, if this is going to be a problem then he can have it directed to the food pantry. Larry asked Cara if she sees anything wrong with that, and she does not see a problem as long as it is documented and authorized by the board. Larry asked the board members if they are ok with it, and they said they are ok with it. Larry stated that once the food pantry is moved that the basement will need some work to make it a storage facility.

2. Sale of town owned/tax-deeded property (7/26/16)

a. 81 Main Street – (under agreement 8/23/16)

Carl stated that the title company has worked on this for months and the issues are very involved and will cost around 10 to 15 thousand dollars to solve. Mr. Gamble who had a purchase and sales agreement on that property is not willing to proceed with that purchase and sales as it is written. Carl suggests putting this property up for auction with absolute auction, but it will have to go with the title issues. Larry asked the board if they are ok with that. Carl stated that we don't want to get stuck with a bill from the auction company if the property doesn't sell.

b. 37 Main Street – (deeded “back” to town, discussed 1/3/17)

Carl stated that the EDC is working on a proposal.

5. Wellbuilt Cabinetry, LLC – RSA 79-E Application for Community Tax Relief (2/21/17)

Cara stated that town counsel responded that the board is not authorized to grant this relief under state statute. A letter will be sent to them to inform them of this.

**CHECK MANIFESTS**

1. Accounts Payable

Gerard: I make a motion to approve Accounts Payable.

J.C.: Second.

Discussion: None.

Motion carries 5-0

2. Payroll

Gerard: I make a motion to approve Payroll and Direct Deposit.

J.C.: Second.

Discussion: None.

Motion carries 5-0

**MINUTES**

1. March 21, 2017 – Public Meeting Minutes

Gerard: I make a motion to approve the March 21, 2017 Public Meeting Minutes.

Carl: Second.

Discussion: Carl would like some more information detail put into the minutes. Larry asked what more does he want in there, and Carl gave some suggestions on items in the set of minutes. Carole made some suggestions, as well. Ammy stated that she will put more information in the minutes, but it will take longer to do so, she has been trying to limit her hours. Larry also had a correction.

Motion carries 5-0

## 2. March 21, 2017 – Non-Public Meeting Minutes

Gerard: I make a motion to approve the March 21, 2017 Non-Public Meeting Minutes.

J.C.: Second.

Discussion: Motion carries 5-0

### **PUBLIC INPUT**

Roland Carter presented some information from Community Heart and Soul, and stated that the EDC would like to have an all boards meeting on April 29<sup>th</sup> from 10:00 a.m. till noon. The EDC meet with Orton Family Foundation and they think the town of Pittsfield would be a good town to work with. They are currently working with 32 different communities. Cara asked if he would like the meeting held at the town hall, and Roland was not sure at the moment because they are not sure how many people would come. Roland feels that this would be beneficial to the town, as the Foundation has done some great work.

Mike Wolfe gave RSA 15-B:2 refers to any gift money tangible or intangible of service so basically anything, but also refers to anything significant over \$25.00. He understands someone taking offense that we take things to extreme, but feels that the original proposed policy took it to extreme. Some of the stuff it would have effected would be the fire department who relies heavily on donations that can't wait for a board meeting. The house that recently burned down Scott Aubertin came up with his excavator to help, mowing with tractors, gators, and hoses. He has been going around town for 7 years replacing flags around town which have all been donated, and he feels a service to the town should not always have to be voted on and asked for permission from the board. Things will go undone if the prior acceptance is required by the selectboard. To say that this is taking it to the extreme, he feels the policy was taking it to extreme and is offensive, as well.

Fred Hast asked about looking into the original agreement concerning the state maintained roads. He feels they have not been doing the work maintaining Barnstead Rd. and Main St. like they should. He mentioned the details he recalls from the agreement, and suggested the board look into it again. Fred also mentioned that Mike from DRED was disappointed with the turn out and suggested advertising and getting more people to come out the next meeting. Fred also stated that the food pantry is a 501-C and that the big freezer down stairs belongs to the Manchester Food Bank. Larry stated that the freezer will be moved to the new space. He would also like to see the list of adjusted deeds the past boards have done for public information with the time frames. Cara asked if he was referring to the payment plans, and he said yes. Fred also suggested having perhaps one or two meetings concerning the water district purchase to inform the community on how the process works, and how much it will cost the town.

Adam Gauthier inquired about the picture discussed at the last meeting being put on the website, Larry stated that it was not put on the website. Adam also asked who was appointed to the HSA, Fred Okrent stated that Helen Schiff and Doug Martin. Cara asked Fred of the voter status of

Doug Martin. Fred Okrent stated that he has filled out the form and waiting for the supervisors to do that, but has not taken the oath. Adam also asked why the agenda was taken off the website, Larry stated it was to take off the gift policy. Adam inquired about that being done during agenda review, because he went on to print out some items from the agenda to ask questions about and was not able to. Larry stated that it won't happen again. Adam's question was that he noticed the contract for the lease and purchase for the truck included a purchase amount of a dollar included in the 50 some thousand dollars, and Larry stated he believed it is. Adam believes that warrant article that was voted on didn't specify the company we had to purchase the truck from so we could get out of that if we wanted. Larry stated that we would check into that. Larry is sure George did what he needed to, but Adam stated he thinks so, too but there was a question about the bid policy being followed in this case. Adam knows that the open seats on the budget committee were filled pretty fast and was wondering if they advertised for those open seats. Cara stated that is handled by the moderator.

Roland Carter stated that are three districts that handle the state maintained roads here in town and he has spoken to someone about getting that down to one district.

Fred Hast stated as far as plowing it's three districts, but they are not coming in and paving taking care of the roads like they agreed to. Fred also mentioned when he went on the website to get the agenda and couldn't find it he looked on the other side for the meetings he did not see that it started at 5 that it stated it was at 6 and that would make that meeting illegal.

Larry spoke with George and the budget committee cut his heating fuel and as of last Tuesday he had \$316.00 left and just received a bill for \$900.00 bill come in so he is already \$600.00 short. Larry said this is something we have to look at. There are other items that will need to be looked at as well. Gerard stated that as of the storm George used up half his diesel and that doesn't count for this storm.

Carl: I make a motion to adjourn.

Carole: Second.

Discussion: None.

Motion carries 5-0

Meeting adjourned at 8:07 p.m.

Approved:

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Lawrence Konopka, Chairman                      Date      4/19/17



**MEETING AGENDA**  
TOWN OF PITTSFIELD  
BOARD OF SELECTMEN  
TOWN OFFICE, 85 MAIN STREET  
PITTSFIELD, NEW HAMPSHIRE 03263

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**TUESDAY, APRIL 4, 2017**

**5:00 p.m.** – Call to order – to be in Non-Public Session

**6:00 p.m.** – Call to order – Regular Session

*Please note: The meetings of the Board of Selectmen are recorded, audio and video.*

Public Input standards: The Board of Selectmen may accept the public's input that is addressed directly to the Chair in a courteous and respectful manner in a time frame of three minutes or less.

**PUBLIC INPUT** – regarding agenda items only

**AGENDA REVIEW**

**NEW BUSINESS**

**ACTION ITEMS**

1. Board of Selectmen appointment form procedure for each separate committee/assignment
2. BCEP Citizen Representative Appointment – Thomas Marston
3. Conservation Commission Appointment – Bryan Mika
4. Economic Development Committee Appointment – Louis Houle, III
5. Part-Time Police Officer Appointment – Steve Adams
6. Part-Time Police Officer Appointment – Jason Darrah
7. Part-Time Police Officer Appointment – Robert Gauthier
8. Part-Time Police Officer Appointment – Justin Swift
9. Sewer Fee Abatement – 44 Main Street, \$ 91.81 (duplicate billing due to closing estimate reading)
10. Training request on state statutes for Town Administrator
11. 2017 State form MS-232 – Report of Appropriations Actually Voted
12. 2017 Ford F-250 lease/purchase financing contract
13. Police cruiser consideration of repair – Dodge Charger power steering pump
14. Library sewer line repair
15. Proposed deed to clear title – 66 Shingle Mill Brook Road
16. Review standard door tag verbiage from assessors – in response to property owner concern
17. Central NH RPC annual traffic count request
18. Bi weekly payroll transition – pay week alignment to budget
19. Proposed Gift Policy
20. Hot Air Balloon mosaic art project – donation for Town Hall
21. Status of Town's Code of Ethics
22. Animal Control Ordinance – with town meeting amendments & corrected Section 10

**COMMITTEE REPORTS**

**INFORMATION ITEMS**

1. Community Conversation Series on Lead Poisoning - April 18, 2017 – 6:00 p.m. @ PMHS
2. Fire Department appointment of Fire Marshal/Fire Captain – Don Tyler
3. NH Dept. of Transportation – Highway Aid for Municipalities – from Rep. Michael Brewster
4. NH Dept. of Safety notification of proposed NH Public Safety Broadband Network
5. NH DES Dam Bureau notification of Pittsfield Mill Dam (state-owned) deficiencies

### **OLD BUSINESS**

1. Town hall basement code issues (4/5/16)
2. Sale of town owned/tax-deeded property (7/26/16)
  - a. 81 Main Street - (under agreement 8/23/16)
  - b. 37 Main Street - (deeded "back" to town, discussed 1/3/17)
3. Joy Street Pump Station concern (8/16/16, building/health to follow up)
4. Consulting Services Contract for Municipalization of Pittsfield Aqueduct Co. (tabled 9/27/16)
5. Wellbuilt Cabinetry, LLC - RSA 79-E Application for Community Tax Relief (2/21/17)

### **CHECK MANIFESTS**

1. Accounts Payable
2. Payroll

### **MINUTES**

1. March 21, 2017 - Public Meeting Minutes

### **PUBLIC INPUT**